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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 18 May 1955

FROM : Acting Chief, Transportation Division

SUBJECT: Weekly Activity Report (9 - 13 May 1955)

1. GENERAL25X1A a. Shuttle Run to [REDACTED] (New Item - Completed)

Two regularly scheduled shuttle truck runs were made during the week between the [REDACTED]. The first, on 9 May, transported 28,930 pounds of general cargo. In addition, twenty reels of classified film were delivered to [REDACTED] for processing and returned to the Film Branch, OCD. The second truck, on 11 May, carried 16,427 pounds of [REDACTED]. The truck then proceeded to the [REDACTED] to deliver 192 pallets (8,642 pounds).

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b. Special Truck Runs (New Item - Completed)

During the week three non-scheduled truck runs were completed as follows:

(1) On 10 May 1955, 79 boxes (3,160 pounds) of inactive records were collected from various Headquarters buildings and delivered to the Records Center at [REDACTED]. A security escort was provided to accompany this movement by the Physical Security Division/SO.

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(2) On 11 May 1955, 3,000 pounds of operational equipment were picked up at the [REDACTED] and returned to the [REDACTED] at the request of OTR.

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(3) On 9 May 1955, five pieces of mobile communications equipment were moved from the [REDACTED] at the request of the Engineering Division, Office of Communications. The equipment was returned to the [REDACTED] on 11 May 1955.

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2. PROJECTS AND STUDIES IN PROCESSa. Headquarters and Field Regulations on Motor Vehicle Accidents
(Continued Item)

A draft of the Headquarters Regulation has been completed and

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is in the process of informal collaboration. Work on the [REDACTED] lation will begin as soon as one other priority regulation, [REDACTED] Motor Vehicle Replacement Standards, has been completed.

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b. Requests for Vehicle Actions (New Item - Completed)

There were ten covert vehicle action requests processed during this reporting period.

3. OTHER ITEMS OF INTEREST

a. Air Shipments (New Item - Completed)

Fourteen shipments by air, weighing a total of 2,648 pounds, were made as follows:

<u>Requesting Activity</u>	<u>Destination</u>	<u>Weight</u>	<u>Item</u>	<u>Carrier</u>
FE	[REDACTED]	3	Office Supplies	PAA
Supply		7	Drugs	PAA
Commo		561	Electrical	FLAW or MATS
SR		420	Plastic Fabric	PAA
WE		199	Office Supplies	PAA
SE		31	Transformer	PAA
SE		18	Photo Equipment	MATS
SR		634	Weather Balloons	MATS
SE		45	Tube Testers	MATS
SE		23	Maintenance Parts	MATS
NEA		51	Photo Equipment	MATS
Commo		27	Transformer	MATS
NEA		625	Commo	MATS
Commo		4	Electrical	PAA
TOTAL		2,648		

b. Railway Express Shipments (New Item - Completed)

One shipment, weighing a total of 37 pounds, was made as follows:

<u>Destination</u>	<u>Weight</u>	<u>Item</u>	<u>Requesting Activity</u>
[REDACTED]	37	Atlas	ORR

c. Air Parcel Post Shipments (New Item - Completed)

One shipment, weighing one pound, was made through Air Parcel Post channels:

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	<u>Destination</u>	<u>Weight</u>	<u>Item</u>	<u>Requesting Activity</u>
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	[REDACTED]	1	Commo	Commo
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d. Bus Transportation for Agency Personnel (New Item - Completed)

Arrangements were made to provide Agency bus transportation service for two separate groups of Agency personnel. The services included:

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(1) Transportation by Agency bus for eight persons on 9 May 1955 from the Recreation and Services Building to [REDACTED] was furnished at the request of the OL Training Officer. The bus left the point of origin at 1300 hours and returned at 1630 hours.

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(2) Transportation by Agency bus for twelve persons of the Supply and Services Branch, OTR, on 12 May 1955 from [REDACTED] to the Administration Building. The bus left the point of origin at 1115 hours and returned at 1250 hours.

e. Logistics Support Course (New Item - Completed)

On 10 May 1955, representatives of the Transportation Division presented the Transportation portion of the Logistics Support Course. The meetings were conducted in the Recreation and Services Building.

4. SPECIAL PROBLEMS

None

5. MAJOR OBJECTIVES

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PERCENTAGE COMPLETED: 75%

b. Re-edit and reproduce the Cargo Branch film as a presentation of the basic activities of the Cargo Branch to be utilized at future sessions of the Logistics Support Course and similar courses, as well

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as for indoctrination of Logistics personnel of various Agency components.

PERCENTAGE COMPLETED: 95%

c. Establishment of an agreement with Supply and Procurement Divisions concerning coordination with the Transportation Division of all matters regarding transportation of materiel and supplies with emphasis on those transportation arrangements with commercial vendors for delivery of materiel and supplies to Agency installations.

PERCENTAGE COMPLETED: 55%

d. Review of current laws and regulations relative to the movement of persons and their personal effects, and the development of additional implementing regulations to insure their movement in a manner that is consistent with security, economy and efficiency.

PERCENTAGE COMPLETED: 50%

e. Preparation of necessary basic issuances for the control of the allocation, operation, use and maintenance of Agency motor vehicles.

PERCENTAGE COMPLETED: 50%

f. Development of a records management program to record and reflect vehicular maintenance and operation costs.

PERCENTAGE COMPLETED: 80%

g. Preparation of plans for the complete rehabilitation of office space at the Que Building Motor Pool for use as a dispatcher's office and chauffeur's waiting room. Plans have been completed and actual work was started on 27 April and is expected to be completed by the end of May.

PERCENTAGE COMPLETED: 80%

h. Study and development of a plan to improve the preventive maintenance program within the full scope of the policy presently established.

PERCENTAGE COMPLETED: 50%



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